



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

#021

Date: July 2, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER

SUBJECT: PROGRAM ASSISTANT/GRANTS COORDINATOR

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: **PROGRAM ASSISTANT/GRANTS COORDINATOR**

POSITION OPEN TO: **U.S. Citizen Eligible Family Members ONLY–
All Agencies (see definition on the second page)**

POSITION SCHEDULE: **Part-Time (32 hours per week)**

GRADE LEVEL: **FP-05*(full performance level)**

OFFICE LOCATION: **Public Affairs Office**

OPENING DATE: **Immediate**

DEADLINE: **July 16, 2013 (6 P.M. Kyiv Time)**

**FP-05 is subject for confirmation with Washington*

DEFINITIONS:

U.S. Citizen Eligible Family Member (USEFM) is:

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (*as defined in 3 FAM 1610*) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.

BASIC FUNCTION OF POSITION:

Oversees two AEECA-funded (Assistance for Europe, Eurasia and Central Asia) programs: the Democracy Commission Small Grants Program and Media Development Fund and supervises four Ukrainian FSN employees. Incumbent reports to the Counselor for Public Affairs.

MAJOR DUTIES AND RESPONSIBILITIES:

- Coordinates all activities related to the Democracy Commission Small Grants Program and the Media Development Fund. Reviews and accesses incoming project proposals. Decides, based on established program criteria, those proposals which merit further consideration and evaluation by the Embassy's Democracy Commission, which proposals should be re-formulated, and those which do not qualify for either program. Provides liaison with EUR/ACE to ensure that proposals under both programs receive EUR clearance as appropriate, provides updated program and cuff records to EUR/ACE on a regular basis. Works with EUR and Embassy staff to ensure that program funds are spent down in a timely fashion. Manages and monitors projects by site visits and communication with grantees and reports to the Grants Officer and EUR/ACE on project implementation and/or progress. Incumbent is responsible for ensuring that all grants comply with USG federal grant policies and guidelines. Incumbent determines when grant amendments are needed and authorizes adjustments of up to 10% between budget line items as appropriate. Adjustments of 10% or more must be approved in writing by the Grants Officer.

- Keeps abreast of developments in the Ukrainian media and NGO sectors and of current strategies and concerns of other donor organizations and serves as Embassy's liaison with donor coordination groups. Makes recommendations and suggestions as to grant priorities (e.g., geographic region, societal sectors). Organizes and carries out Ukrainian-wide open competitions for the Democracy Commission Small Grants Program and the Media Development Fund and publicizes the grant programs as appropriate to the Embassy, USG agencies at post and to the public. This includes individual consultations, presentations to groups and press conferences. Attends conferences and meetings as appropriate. Maintains the PAS grants program web site and grant reports database, ensuring that information is always current.
- Incumbent keeps accurate records regarding grant disbursements, statistics and database and prepares necessary reports for EUR/ACE (Office of U.S. Assistance to Europe and Eurasia). Maintains a database of grant proposals and funded projects and ensures accuracy and program relevance. Incumbent maintains and ensures that all grant files and documents are accurate and current and ensures complete documentation is kept including reports, financial documents and correspondence.

REQUIRED QUALIFICATIONS:

EDUCATION:

➤ Bachelor's degree in social sciences, business administration, public administration, education and journalism or equivalent area is required.

WORK EXPERIENCE:

➤ Two years of administrative/managerial experience in a cross-cultural organization or USG is required. At least one year of experience in managing grant and/or exchange programs is highly desirable.

LANGUAGE PROFICIENCY:

➤ Level IV (fluent) English is required.

JOB KNOWLEDGE:

➤ Basic computer skills, including Microsoft Word and Excel spreadsheets, are required.

SKILLS AND ABILITIES:

➤ Must be self-motivated, well organized, and systematic. Must have good interpersonal and cross-cultural skills to work with Ukrainians and Americans. Must be able to draft effective memos, reports and emails. Experience with overseeing and managing program/office budgets is desirable.

APPLICATION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by COB **July 16, 2013**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed, signed and emailed to: KyivHR@state.gov or faxed to: [+38-044-521-5155](tel:+38-044-521-5155).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for the advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM applicants will be interviewed by HRO, CLO and the Selecting Officer and will be ranked against the announced job requirements. The Selecting Officer will make a recommendation for employment to the Post Employment Committee which must be supported by a majority of votes. Final approval for the selection must be endorsed by the Deputy Chief of Mission.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED:

EJohnson– PAS (by email)